

NAME AND ADDRESS OF ATTORNEY:	TELEPHONE NO.:	FOR COURT USE ONLY:
ATTORNEY FOR (Name):		
Insert name of court, judicial district or branch court, if any, and Post Office and Street Address:		
PLAINTIFF:		
DEFENDANT:		
<b>SUMMONS (JOINT DEBTOR)</b>		CASE NUMBER:

**NOTICE! You have been sued. The court may decide against you without your being heard unless you respond within 30 days. Read the information below.**

**¡AVISO! Usted ha sido demandado. El tribunal puede decidir contra Ud. sin audiencia a menos que Ud. responda dentro de 30 días. Lea la información que sigue.**

If you wish to seek the advice of an attorney in this matter, you should do so promptly so that your written response, if any, may be filed on time.

Si Usted desea solicitar el consejo de un abogado en este asunto, debería hacerlo inmediatamente, de esta manera, su respuesta escrita, si hay alguna, puede ser registrada a tiempo.

**1. TO THE DEFENDANT (Name):**

You are hereby directed to file in this court, within **30** days after this summons is served on you, a written response to the Declaration or Affidavit accompanying this summons, giving any legal reason why you should not be required to pay the unpaid amount of: \$ ..... on the judgment rendered by this court on (Date): ..... against: .....

Unless you do so, your default will be entered on application of the plaintiff and the court may enter a judgment against you for the unpaid amount due on the judgment, which could result in the garnishment of wages, taking of money or property, or other relief.

DATED: ....., Clerk, By \_\_\_\_\_, Deputy

(SEAL)

**2. NOTICE TO THE PERSON SERVED: You are served**

- a. ☐ As an individual defendant.
  - b. ☐ As (or on behalf of) the person sued under the fictitious name of: .....
  - c. ☐ On behalf of: .....
- Under: ☐ CCP 416.10 (Corporation)                      ☐ CCP 416.60 (Minor)
- ☐ CCP 416.20 (Defunct Corporation)                      ☐ CCP 416.70 (Incompetent)
- ☐ CCP 416.40 (Association or Partnership)                      ☐ CCP 416.90 (Individual)
- ☐ Other:
- d. ☐ By personal delivery on (Date): .....

A written response must be in the form prescribed by the California Rules of Court. It must be filed in this court with the proper filing fee and proof of service of a copy on each plaintiff's attorney and on each plaintiff not represented by an attorney. The time when a summons is deemed served on a party may vary depending on the method of service. For example, see CCP 413.10 through 415.50. The word "complaint" includes cross-complaint, "plaintiff" includes cross-complainant, "defendant" includes cross-defendant, the singular includes the plural.

**PROOF OF SERVICE**

*(Use separate proof of service for each person served)*

1. I served the

a. Summons and declaration or affidavit

b. On defendant (Name):

c. By serving (1) ☐ Defendant (2) ☐ Other (Name and title or relationship to person served):

d. ☐ By delivery at ☐ home ☐ business (1) Date of:  
(2) Time of: (3) Address:

e. ☐ By mailing (1) Date of: (2) Place of:

2. Manner of service: (Check proper box)

a. ☐ **Personal service.** By personally delivering copies. (CCP 415.10)

b. ☐ **Substituted service on corporation, unincorporated association (including partnership), or public entity.** By leaving, during usual office hours, copies in the office of the person served with the person who apparently was in charge and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (CCP 415.20(a))

c. ☐ **Substituted service on natural person, minor, incompetent, or candidate.** By leaving copies at the dwelling house, usual place of abode, or usual place of business of the person served in the presence of a competent member of the household or a person apparently in charge of the office or place of business, at least 18 years of age, who was informed of the general nature of the papers, and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (CCP 415.20(b))  
**(Attach separate declaration or affidavit stating acts relied on to establish reasonable diligence in first attempting personal service.)**

d. ☐ **Mail and acknowledgment service.** By mailing (by first-class mail or airmail) copies to the person served, together with two copies of the form of notice and acknowledgment and a return envelope, postage prepaid, addressed to the sender. (CCP 415.30) **(Attach completed acknowledgment of receipt.)**

e. ☐ **Certified or registered mail service.** By mailing to address outside California (by registered or certified airmail with return receipt requested) copies to the person served. (CCP 415.40) **(Attach signed return receipt or other evidence of actual delivery to the person served.)**

f. ☐ Other (Specify code section):  
☐ Additional page is attached.

3. The notice to the person served (Item 2 on the copy of the summons served) was completed as follows (CCP 412.30, 415.10, and 474):

a. ☐ As an individual defendant.

b. ☐ As the person sued under the fictitious name of .....

c. ☐ On behalf of: .....

Under: ☐ CCP 416.10 (Corporation) ☐ CCP 416.60 (Minor) ☐ Other:  
☐ CCP 416.20 (Defunct corporation) ☐ CCP 416.70 (Incompetent)  
☐ CCP 416.40 (Association or partnership) ☐ CCP 416.90 (Individual)

d. By personal delivery on (Date): .....

4. At the time of service I was at least 18 years of age and not a party to this action.

5. Fee for service: \$.....

6. Person serving

a. ☐ Not a registered California process server.

b. ☐ Registered California process server.

c. ☐ Employee or independent contractor of a registered California process server.

d. ☐ Exempt from registration under Bus. & Prof. Code 22350(b).

e. ☐ California sheriff, marshal, or constable.

f. Name, address and telephone number and if applicable, county of registration and number:

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on (Date): ..... at (Place): ....., California.

(For California sheriff, marshal or constable use only)  
I certify that the foregoing is true and correct and that this certificate is executed on (Date): ..... at (Place): ....., California.

(Signature)

(Signature)

A declaration under penalty of perjury must be signed in California or in a state that authorizes use of a declaration in place of an affidavit; otherwise an affidavit is required.